



## Printing & Mailing Assistant Supervisor

### Details

**Job ID : 312**

**Title :** Printing & Mailing Assistant Supervisor

**Job Code :** 722

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

### Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

### Purpose

RESPONSIBLE FOR ASSISTING SUPERVISOR IN DAILY OPERATION OF ALL PRINTING AND MAILING SERVICES.

### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 4 Years of Related Experience

### Job Required Knowledge

- DIGITAL AND OFFSET PRINTING PRODUCTION PROCESSES

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

### Job Preferred Knowledge

- KENTUCKY COURT SYSTEM
- SUPERVISORY SKILLS

### Job Duties

- SCHEDULE FLOW OF OFFSET PRINTING JOBS AND OVERSEE PRODUCTION
- ASSIST WITH OFFSET AND DIGITAL PRINTING AS NEEDED
- SUPERVISE STAFF IN SUPERVISOR'S ABSENCE
- ASSIST WITH SHIPPING AND MAIL HANDLING DUTIES AS NEEDED
- MAINTAIN INVENTORY DATABASE FOR PUBLICATIONS, FORMS
- MAINTAIN JOB TICKET DATABASE AND ROUTE PRINT JOBS TO APPROPRIATE EMPLOYEES
- PLACE ORDERS FOR MATERIALS, SUPPLIES AND PARTS NEEDED FOR DEPARTMENTAL OPERATIONS
- OTHER DUTIES AS ASSIGNED